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TRADE AND DEVELOPMENT BOARD
Seventeenth special session
First part
Geneva, 2 December 1991
Item 1(a) of the provisional agenda

ADOPTION OF THE AGENDA AND ORGANIZATION OF THE WORK OF THE SESSION

Organization of work

1. The annotated provisional agenda for the seventeenth special session of the Board will be circulated in TD/B/1294 and Add.1.

Duration of the session

2. The first part of the seventeenth special session of the Board will open at 11 a.m. on Monday, 2 December 1991, in Room XX at the Palais des Nations, Geneva. It is scheduled to close on Friday, 13 December. The proposals for the organization of the work of the session, contained herein, were considered and approved at the Consultations of the Secretary-General of UNCTAD on 6 November 1991.

Plenary

3. The first part of the seventeenth special session of the Board is being convened to consider organizational and substantive preparations for the eighth Conference. In order to allow maximum time for the detailed preparatory exercise, the Board may wish to decide that general discussions in the Plenary be kept to a minimum.

4. It is proposed that the opening plenary be devoted to the adoption of the agenda and organization of work, as well as other procedural matters.

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5. It is also proposed that the afternoon plenary on 2 December be devoted to the introduction of the report of the Secretary-General of UNCTAD, as well as of position papers of regional groups and China and any other submissions, and to any general statements thereon. Thereafter, meetings during the session should be informal and off the record, with the exception of the final plenary on Friday, 13 December.

Allocation of items

6. It is proposed that items 2 and 3 be allocated to the main sessional body and that all other items be considered in Plenary.

7. The Secretary-General of UNCTAD's suggestions for the allocation of items are contained in annex I to the present document.

Establishment of sessional bodies

8. For the consideration of items 2 and 3, the Board may wish to establish a Committee of the Whole, chaired by the President of the Board. The Committee of the Whole would be open-ended and would meet informally.

9. It is proposed that the Committee of the Whole consider and prepare proposals for the organization of the work of the Conference (agenda item 2). The Board would subsequently recommend them to the pre-Conference meeting of Senior Officials.

10. As far as item 3 (substantive preparations for the Conference), is concerned, the aim of this preparatory exercise would be to develop an overall consolidated draft text albeit with bracketed passages on which the Conference would focus. To this end, it is proposed that, after an exchange of views, the Committee of the Whole allocate selected elements of the necessary work to informal working groups, to be chaired by representatives designated by the President of the Board in consultation with group co-ordinators, China and other interested delegations.

Informal exchange on "Encounters"

11. Provision will be made at an appropriate time during the session for an informal discussion on the reports of the "Encounters", organized to assist the secretariat in its preparations for UNCTAD VIII. Such a discussion might be held on Wednesday 4 December at 10.30 a.m.

Tentative time-table of meetings

12. A tentative time-table for the session is contained in annex II.

Annex I

Allocation of items

PLENARY

1(a)	Adoption of the agenda and organization of work
1(b)	Credentials
4(a)	New States members
4(b)	Board/Committee memberships
4(c)	IGOs
4(d)	NGOs
4(e)	Administrative/financial implications
5	Other business
6	Adoption of the report

COMMITTEE OF THE WHOLE

2. Organization of the work of the Conference

3. Substantive preparations for the the Conference

First part

Tentative timetable of meetings

First week (2 - 6 December 1991)

MONDAY 2nd	TUESDAY 3rd	WEDNESDAY 4th	THURSDAY 5th	FRIDAY 6th
11 a.m. Opening of the session 1(a) Adoption agenda and org. of work 4(a) New States members 4(b) Board/Committee memberships 4(c) IGOs 4(d) NGOs Establishment of the Committee of the Whole	Group meetings	Group meetings 10.30 a.m. Informal Exchange on Encounters	Group meetings	Group meetings
3.00 p.m. PLENARY Statement SG/UNCTAD General statements	3.00 p.m. Cttee of the Whole (items 2 and 3)	3.00 p.m. Cttee of the Whole (item 3)	3.00 p.m. Cttee of the Whole (item 3)	3.00 p.m. Informal Groups (item 3)

Second week
(9 - 13 December 1991)

MONDAY 9th	TUESDAY 10th	WEDNESDAY 11th	THURSDAY 12th	FRIDAY 13th
Group meetings	Group meetings 12.00 noon Bureau 1(b) Credentials	Group meetings	Group meetings	Group meetings
3.00 p.m. Cttee of the Whole (item 2) Informal Groups (item 3)	Informal Groups (item 3)	Informal Groups (item 3)	Committee of the Whole (Approval of the report on items 2 and 3)	PLENARY - Report of the Cttee of the Whole on items 2 and 3 - 1(b) Credentials - 5 Other business - 4(e) Admin/financial - Adoption of the report of the Board